

 Independent Verification & Validation Facility	Control of Quality Records	IVV 16 Revision: I Effective Date: April 22, 2005
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APPROVAL SIGNATURES		DATE
Gregory Blaney (original signature on file)	Management System Representative	04/22/2005

REVISION HISTORY			
Rev. No.	Description of Change	Author	Effective Date
Basic	Initial Release	Siamak Yassini IT/332	07/23/98
A	Quality Record - format and inputs changes	Siamak Yassini IT/332	08/26/98
B	Quality Records is updated to include the Technical Report of design and verification review	Siamak Yassini IT/332	10/08/98
C	Quality Records is updated to include the purchasing, OSMA record, project management records	Siamak Yassini IT/332	01/28/99
D	References to Ames Quality Manual replaced with references to NASA IV&V Facility Quality Manual	Siamak Yassini IT/332	09/10/99
E	Form and Format changes, numbering change to delete Ames Research Center	Griggs	12/06/00
F	Reflect new management (approval), Quality Records defined in SLPs	Shirley Simmons	04/20/01
G	Change in Reference Documents	Natalie Alvaro	03/13/04
H	Minor editorial changes and additions of definitions	Natalie Alvaro	04/01/05
I	Quality Record Retention and Disposal	Kathleen Millson	04/22/05

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REFERENCE DOCUMENTS	
Document Number	Document Title
NPD 1440.6	NASA Records Management
NPR 1441.1	NASA Records Retention Schedule

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1.0 Purpose

The purpose of this System Level Procedure (SLP) is to establish and maintain a documented procedure for collecting, indexing, accessing, filing, storing, maintaining, retaining, and disposing of quality records as required by the NASA IV&V Facility Management System (IMS).

2.0 Scope

This SLP applies to quality records identified in the SLPs and Work Instructions (WIs) comprising the IMS.

3.0 Definitions

3.1 File Plan

The File Plan is the methodology employed by the Administrative Office to index, file, store, and maintain quality records in accordance with NASA Procedural Requirement (NPR) 1441.1.

3.2 NASA IV&V Facility Administrative Office (Administrative Office)

The Administrative Office comprises administrative personnel who direct a variety of support functions and services, provide administrative assistance to NASA IV&V Facility Management, and serve as technical experts in assigned programs. Administrative personnel have knowledge of NASA operations, policies, and procedures.

3.3 NASA IV&V Facility Associate of Operations (Associate of Operations)

The Associate of Operations is a NASA civil servant assigned by NASA IV&V Facility Management to manage the contract with West Virginia University Research Corporation (WVURC) for all O&M services.

3.4 West Virginia University Research Corporation (WVURC)

The WVURC is an organization associated with WVU. WVURC owns the NASA IV&V Facility building and the property on which the building is located. WVURC also provides the O&M services.

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3.5 Quality Record

A Quality Record is an electronic record or hard copy document specifically required by IMS SLPs and WIs to furnish objective evidence of activity performed or results achieved.

3.6 Responsible Person

The Responsible Person is the person identified in the SLPs or WIs responsible for generating a quality record.

3.7 Acronyms

DVD	Digital Video Disc
FRC	Federal Records Center
IMS	IV&V Facility Management System
NPD	NASA Policy Directive
NPR	NASA Procedural Requirement
OSMA	Office of Safety and Mission Assurance
SLP	System Level Procedure
WI	Work Instruction
WVURC	West Virginia University Research Corporation

4.0 Flow Chart

A flow chart is not applicable to this SLP.

5.0 Responsibilities

5.1 Administrative Office

The Administrative Office shall maintain a file plan and file log, and the physical filing system. The Administrative Office shall also file all hard copies of quality records and ensure that the procedures of NPR 1441.1 are followed for collecting, indexing, accessing, filing, storing, maintaining, retaining, and disposing of quality records.

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5.2 Associate of Operations

The Associate of Operations shall provide the resources for the following storage methods.

5.2.1 Onsite Electronic Storage

The Associate of Operations shall provide a computer network shared drive for the storage of electronic quality records. The Associate of Operations shall also provide access to the computer network shared drive to the appropriate personnel generating and needing access to quality records.

5.2.2 Onsite Physical Storage

The Associate of Operations shall provide physical space for the retention of hard copy records and DVD versions of quality records stored onsite according to the retention schedule of NPR 1441.1.

5.2.3 Offsite Physical Storage

The Associate of Operations shall provide final approval and shipping arrangements for the offsite retention and disposition of quality records to any other staging area (e.g., the Project's location, another Center, an approved FRC, the National Archives) according to the retention schedule of NPR 1441.1.

5.3 Responsible Person

The Responsible Person shall ensure that all hard copies of quality records are legible. The Responsible Person shall deliver hard copy quality records to the Administrative Office for filing. The Responsible Person shall also ensure that all electronic quality records are either provided to the appropriate person identified in the SLP or WI for storage, or stored as directed in the SLP or WI on a NASA IV&V Facility shared drive. The Responsible Person shall advise the Associate of Operations that a digital video disc (DVD) version of quality records needs to be created to be stored onsite or at a federal records center (FRC) per the retention schedule delineated in NPR 1441.1.

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6.0 Procedure

The procedure for quality records adheres to the guidelines set forth in NPR 1441.1. The Quality Records Tables in the SLPs and WIs define the quality records that shall be kept.

6.1 Quality Record Storage Capability

6.1.1 Hard Copy

The initiator of a new project shall provide the Administrative Office with the file and/or project name, and file number. The Administrative Office will incorporate the new file into the File Plan and a folder shall be created and placed in the filing cabinet.

6.1.2 Electronic Record

The Responsible Person shall create the appropriate file structure in accordance with NPR 1441.1, Appendix D, on the appropriate shared network drive as directed by the Associate of Operations.

6.2 Quality Record Filing

6.2.1 Hard Copy

The Responsible Person shall indicate the appropriate file number (from the File Plan) and date of the document in the upper right hand corner of the quality record, and place the record in the "Filing" basket located in the Administrative Office. The Administrative Office shall file the quality records in the NASA IV&V Facility filing system as required per the procedures of NPR 1441.1.

6.2.2 Electronic Copy

The Responsible Person shall save the electronic file on the appropriate shared network drive as directed by the Associate of Operations. To protect the integrity of the NASA IV&V Facility filing system, electronic files stored on the appropriate shared network

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drive shall be accessible only to civil servant staff. Data on the shared network drives are backed up daily to avoid the potential loss of controlled records.

6.3 Quality Record Retention and Disposition

6.3.1 The Responsible Person shall inform the Administrative Office and the Associate of Operations of the need to prepare quality records for retention and/or disposition according to the schedules identified in NPR 1441.1.

6.3.2 For electronic records, the Associate of Operations shall prepare a recorded DVD for retention and/or disposition according to the schedules identified in NPR 1441.1.

6.3.3 For hard copy records, the Administrative Office shall prepare the hard copy files for retention and/or disposition according to the schedules identified in NPR 1441.1.

6.4 Quality Record Audit

NASA IV&V Facility quality records shall be audited in accordance with IVV 17, Internal Quality Audits.

7.0 Metrics

There are no metrics for this SLP.

8.0 Records

Quality Records are defined in the individual SLPs and WIs.